

SDMS Doc ID 165369

ISSI, Inc. 832 Mission St., Suite 301, San Francisco, California 94105 Phone: (415) 543-5960 Fax: (415) 543-5978
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MEMORANDUM

To: Catherine McCracken
Region IX

From: Jalayne McCune
ISSI, Inc.

Subject: Perchlorate Stakeholders Forum Materials

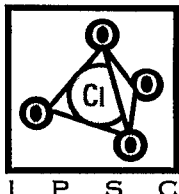
Under Contract Number: GS007978JD0096
Delivery Order Number: 1
Project Number: 94074EPO-02
ACT Number: A67503414
ISSI Work Assignment Number: G101-411-00

Date: May 15, 1998

Enclosed please find overheads, announcements, stationary, and letter pertaining to the upcoming Perchlorate Stakeholders Forum which you requested.

If you need further assistance, please call me at 744-1308.

cc: Diana Mullen, Contracting Officer, GSA (w/ attachments)
Mary Davie, Project Officer, GSA (w/o attachments)
ISSI HQ Contract File (w/o attachments)
ISSI San Francisco Contract File (w/ attachments)



I N T E R A G E N C Y P E R C H L O R A T E S T E E R I N G C O M M I T T E E

Dear Stakeholder:

Thank you for registering to attend the Perchlorate Stakeholders Forum in Henderson, Nevada on May 19-21, 1998. All sessions of the stakeholder forum will be held at the Henderson Convention Center, which is located at 200 Water Street on the corner of Water and Atlantic Streets. Enclosed is a draft agenda, logistics information, and discussion papers on topics which will be covered in forum sessions. If you know of local stakeholders in the Henderson/Las Vegas area who will not be able to attend the day sessions of the forum, please encourage them to attend the evening overview session on Wednesday, May 20, 1998 from 7:00 p.m. to 9:00 p.m.

The purpose of the perchlorate stakeholders forum is to disseminate information on the key scientific issues, to identify additional issues, and to hear stakeholder questions and concerns. As of May 8, 1998, approximately 160 people have registered to participate in the forum, and some participants will be participating via conference call. At the start of the meeting, we will propose a set of ground rules to ensure that all participants can express questions and concerns during the course of the forum.

On the first day you attend the forum, please make sure to stop at a registration table to pick up your nametag and packet of materials. Registration tables will open at 7:30 a.m. each day. We have arranged for a local restaurant to provide coffee, juice, and pastries each morning on a cash basis. The same restaurant will also offer a variety of lunch items. If possible, please bring a travel mug with you for beverages so that we can reduce the amount of solid waste produced at the forum.

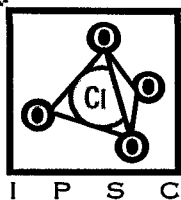
If you have additional logistical questions about the perchlorate stakeholders forum, please contact the EPA Safe Drinking Water Hotline at 1-800-426-4791.

Thank you for your interest and we look forward to your participation in the perchlorate stakeholders forum.

Sincerely,

for the Interagency Perchlorate Steering Committee

Enclosures



Perchlorate Stakeholders Forum LOGISTICAL INFORMATION

The Interagency Perchlorate Steering Committee (IPSC) will be holding a two and a half day stakeholder forum on May 19-21, 1998 in Henderson, Nevada. The IPSC is a working partnership of governmental agencies chartered to facilitate and coordinate issues related to potential perchlorate contamination in the environment.

PURPOSE: The purpose of this stakeholder forum is to disseminate information on the key scientific issues, to identify additional issues, and to hear stakeholder concerns. The forum will cover a broad range of topics including:

- background and occurrence,
- health effects, toxicology studies, and the assessment and peer review process,
- analytical techniques,
- ecological impacts,
- treatment technologies,
- regulatory and policy issues, and
- future stakeholder involvement.

Background materials on perchlorate issues will be sent in advance of the forum to those who register with the EPA Safe Drinking Water Hotline by May 13, 1998. The IPSC is seeking input from State and Tribal drinking water programs, the regulated community (public water systems), public health organizations, academia, environmental and public interest groups, engineering firms, and the public on a number of issues related to perchlorate contamination in the environment

The IPSC encourages the full participation of stakeholders at the forum.

DATES: The stakeholder forum on perchlorate issues will be held on Tuesday, May 19, 1998 from 8:30 a.m. to 5:30 p.m. PDT, Wednesday, May 20, 1998 from 8:30 a.m. to 5:00 p.m. PDT, with an additional public outreach evening session from 7:00 p.m. to 9:00 p.m. PDT, and Thursday, May 21, 1998 from 8:30 a.m. to 12:00 p.m. PDT.

LOCATION: The stakeholder forum will be held at the Henderson Convention Center (200 Water Street) in Henderson, Nevada.

Directions to the Henderson Convention Center from McCarran Airport:

Exit the Airport north, towards Tropicana Avenue. Go East on Tropicana until you reach the intersection of Tropicana and I-93/95. Go South on I-93/95 until the Lake Mead Drive exit. Exit onto Lake Mead Drive and go East (L) for 4 lights to Water Street. Turn Right on Water Street and the Henderson Convention Center will be on your right at 200 Water Street.

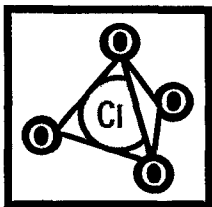
Messages/fax during forum:

Telephone messages can be left for forum participants at 702-566-5605 between 8:00 a.m. and 5:00 p.m. PDT on Tuesday, May 19 and Wednesday May 20, and between 8:00 a.m. and 12:00 p.m. PDT Thursday, May 21 for pick-up at the message board.

Faxes for forum participants can be sent to 702-565-2177 for pick-up at the message board.

FOR FURTHER INFORMATION CONTACT:

For additional information on forum logistics, please contact the EPA Safe Drinking Water Hotline at 1-800-426-4791.



Stakeholder Forum on Perchlorate Issues Scheduled for May 19-21, 1998

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LOCATION & REGISTRATION: The stakeholder forum will be held at the Henderson Convention Center (200 Water Street) in Henderson, Nevada. To register for the forum, please contact the EPA Safe Drinking Water Hotline at 1-800-426-4791 or

703-285-1093 between 9:00 a.m. and 5:30 p.m. EDT. **There is no registration fee for the stakeholder forum, but participants should pre-register.** Those registered by May 13, 1998, will receive a draft agenda, logistics information, and discussion papers prior to the forum.

Members of the public who cannot attend the forum in person may participate via conference call and should also register with the EPA Safe Drinking Water Hotline by May 13, 1998. Please provide your name, organization, title, mailing address, telephone number, facsimile number, and e-mail address for EPA to connect the caller via conference call, if applicable, for the "Perchlorate Forum." Conference lines will be allocated on the basis of first-reserved, first served.

FOR FURTHER INFORMATION CONTACT: For additional information on forum logistics, please contact the EPA Safe Drinking Water Hotline at 1-800-426-4791.

**A Federal Register notice of the stakeholder forum
on perchlorate issues was published on April 29, 1998.**

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COCOPAH INDIAN TRIBE • COLORADO RIVER INDIAN TRIBES (CRIT) • FT. MOJAVE INDIAN TRIBE

CHEMEHUEVI INDIAN TRIBE • QUECHAN INDIAN TRIBE

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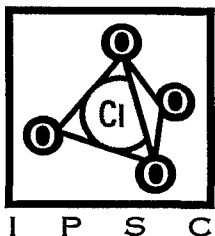
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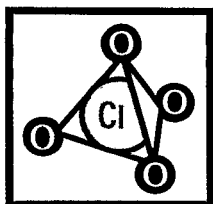
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I N T E R A G E N C Y P E R C H L O R A T E S T E E R I N G C O M M I T T E E

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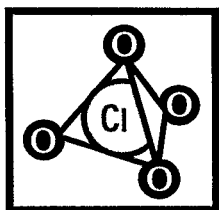
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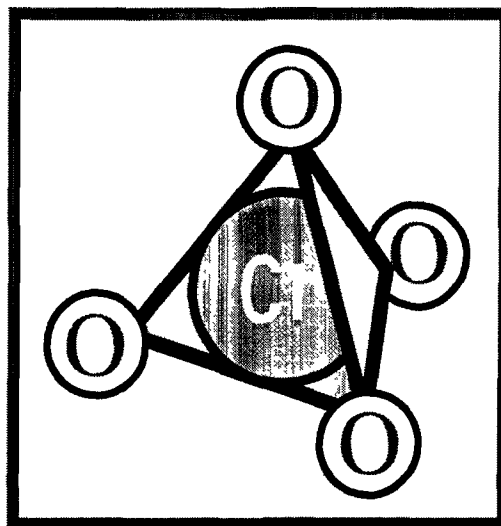
QUECHAN INDIAN
TRIBE



I P S C

I N T E R A G E N C Y P E R C H L O R A T E S T E E R I N G C O M M I T T E E

Perchlorate Stakeholders Forum



I P S C



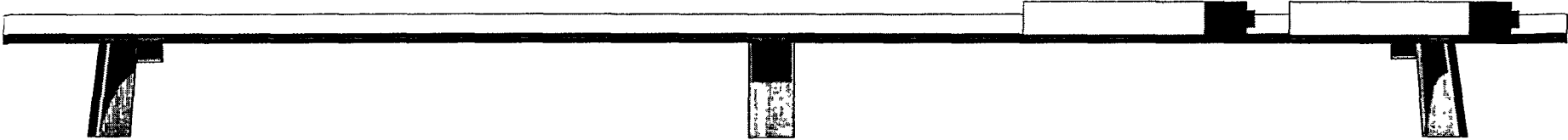
Logistical information

- Telephone messages:

(702) 566-5605

- Fax messages:

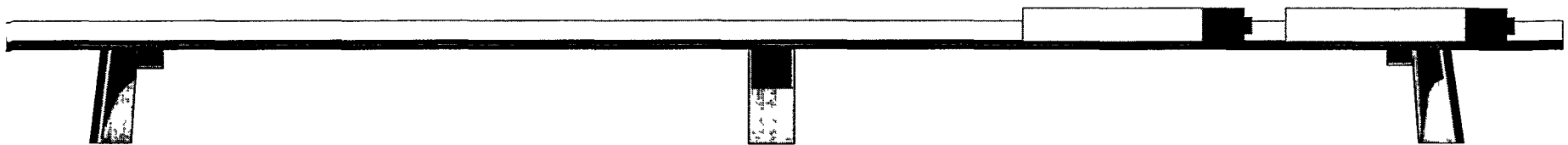
(702) 565-2177





Why are we here?

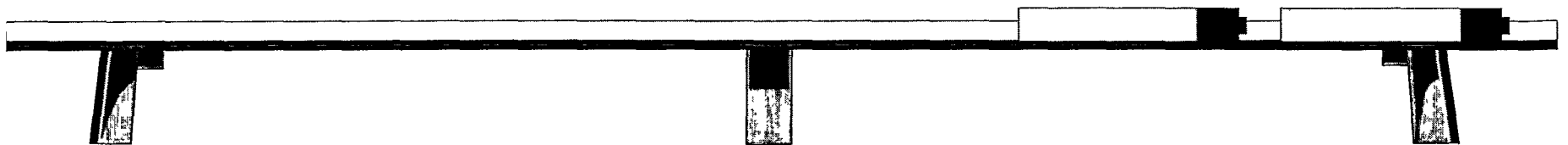
- To share information on the key scientific and regulatory issues related to perchlorate,
- To answer stakeholders' questions, and
- To identify additional issues and concerns.





Role of facilitator

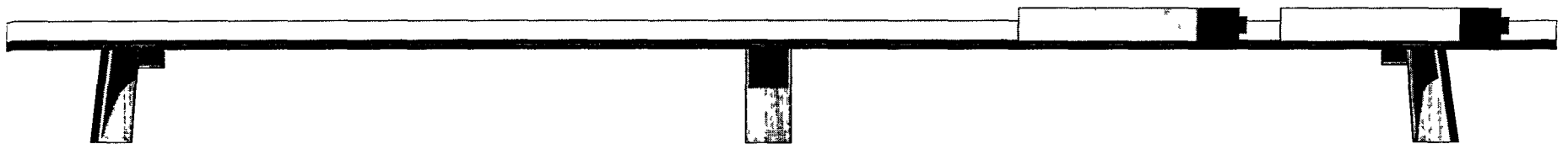
- Maintain agreed-upon time schedule
- Keep group focused on agenda item
- Make sure everyone has a chance to participate
- Remain neutral
- Keep track of items for the "parking lot"





Role of recorders

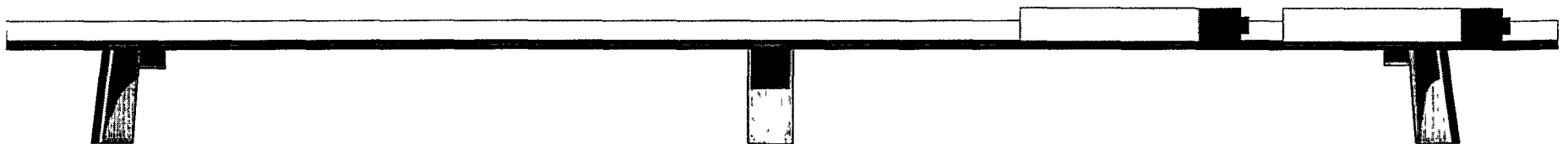
- Capture key ideas/outcomes of facilitated discussion sessions
 - Record next steps or action items and responsibilities
- Create group memory by using overhead to record notes
- Ask group or facilitator for assistance if needed





Role of participants

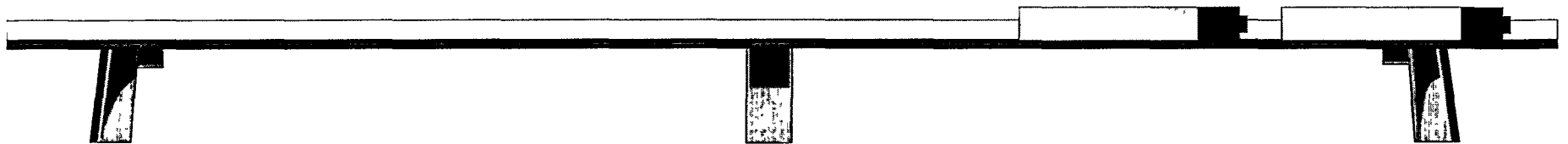
- One conversation at a time
- It's OK to disagree: "Dialogue not debate"
- Be aware that participants have varying levels of experience





Role of participants

- Listen and respect others
- Honor time and other agreements
- Allow a chance for others to ask questions or make a comment
- Write down questions during sessions





Materials

- Participant folder:
 - ✓ Agenda
 - ✓ Attendee list (as of 5-13-98)
 - ✓ Speaker bios
 - ✓ List of acronyms and glossary
 - ✓ Evaluation forms - day 1, day 2, overall
 - ✓ Question forms

- Copies of speaker handouts (5/21 a.m.)

